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	TASK ORDER #0014 CASAC LEAD MEETING SUPPORT FOR EPA'S SCIENCE ADVISORY BOARD MEETING ON FEBRUARY 5-6, 2013 IN CARY, NC. Accounting Info: 13-14-B-11T-ZZZMG5-2584-1311T31002-001 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 DCN - Line ID: 1311T31002-001 Funding Flag: Partial Funded: \$22,658.53 The obligated amount of award: \$22,658.53. The total for this award is				22,658.53	
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Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 14

Title: CASAC Lead Panel

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (b) providing pre-

meeting and onsite logistics support.

Period of Performance: The date of the award through March 31, 2012

Meeting Location: Cary, NC

Meeting Dates/Time February 5, 2012, 8:30 am – 5:30 pm

February 6, 2012, 8:30 am - 1:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Aaron Yeow, TOPO, 202-564-2050 Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding space at the Hilton Garden Inn Raleigh-Cary in Cary, NC. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 20 people and approximately 50 seats in theatre style:
 - b. 1 Speaker Table
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 13 Microphones
 - Microphone controllers

- 6 Extension Cords/power strips
- Speaker Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 20 panel members and EPA speakers to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the TOPO:

- 1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the TOPO at the conclusion of the meeting.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipment including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness Quality Assurance: TOPO review of all meeting materials

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in the first day of the meeting. The sign-in sheet will be provided by the TOPO.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOPO. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from TOPO. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOPO.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the TOPO with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting). In addition, the on-site personnel shall type up the names and affiliations of the public that signs in and deliver both the hard copies and electronic copies of those at the end of the meeting to the TOPO.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOPO review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOPO review

Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.
 - 2. Review and pay the final A/V invoice
 - 3. Develop the progress report for EPA

4. Develop and submitting the final invoices for payment

Deliverable Date: Within 30 business days of the conclusion of the meeting.

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

CONTRACT NO.

DATE OF ORDER

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ORDER NO.

02/27/2013 EP-W-11-051 15 QUANTITY UNIT UNIT **AMOUNT** QUANTITY ITEM NO. SUPPLIES/SERVICES ACCEPTED ORDERED PRICE **(f) (g)** (c) (a) (b) Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 02/27/2013 to 04/15/2013 Chartered Science Advisory Board Meeting, 03/07/2013 to 03/08/2013 39,664.12 0001 Chartered Science Advisory Board Meeting, from March 7,2013 to March 8,2013 Accounting Info: 13-14-B-11T-ZZZMG5-25C1---1311T31003-0 01 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 25C1 DCN - Line ID: 1311T31003-001 Funding Flag: Complete Funded: \$39,664.12 Chartered Science Advisory Board Meeting, 03/07/2013 to 03/08/2013 Logistical and Administrative Support for EPA's Science Advisory Board The obligated amount of award: \$39,664.12. The total for this award is shown in box 17(i). TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) \$39,664.12

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 15

Title: Chartered Science Advisory Board (SAB) Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the chartered SAB including (a) securing meeting facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through April 15, 2013

Meeting Location: Washington, DC

Administrative Meeting: March 07, 2013, 8:00 am -10:00 am

Public Meeting Dates/Time March 07, 2013, 10:30 am - 6:00 pm

March 08, 2013, 8:30 am - 1:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Angela Nugent, TOPO, 202-564-2218 Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding space at Washington Marriott Hotel in Washington, DC. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 41 advisory members and approximately 80 seats in theatre style;
 - b. 1 Speaker Table
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor

- 20 microphones
- Microphone controllers
- 10 Extension Cords/power strips
- Speaker Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 41 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the TOPO and/or TOPO:

- The Contractor shall prepare a poster board to be displayed at the hotel outside of
 the meeting room which identifies the name of the meeting, location of the
 meeting room, and time of the meeting. This sign should have the EPA logo and
 lettering in black. The contractor shall also provide badges & tents for the panel
 members and return them to the TOPO at the conclusion of the meeting.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness Quality Assurance: TOPO review of all meeting materials

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the TOPO in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOPO. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from TOPO. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOPO.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the TOPO with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOPO review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOPO review

Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.
 - 2. Review and pay the final A/V invoice
 - 3. Develop the progress report for EPA
 - 4. Develop and submitting the final invoices for payment

Deliverable Date: Within 30 business days of the conclusion of the meeting.

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ORDER FOR SUPPLIES OR SERVICES CONTINUATION ∄EDL

IMPORT NT: Mark all packages and papers with contract end/or order numbers.

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ORDER NO. DATE OF ORDER CONTRACT NO. 03/21/2013 EP-W-11-051 0016 AMOUNT QUANTITY QUANTITY UNIT UNIT ITEM NO. SUPPLIES/SERVICES ORDERED PRICE ACCEPTED (1) (g) (c) (e) (a) (b) Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 03/21/2013 to 05/13/2013 41,603.86 0001 The Science Advisory Board (CAAC) meeting, 04/2/2013 to 04/03/2013 Accounting Info: 13-14-B-11T-22ZMG5-25C1-1311T31004-001 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 25C1 DCN - Line ID: 1311T31004-001 Funding Flag: Complete Funded: \$41,603.86 Logistical and Administrative Support for EPA's Science Advisory Board The obligated amount of award: \$41,603.86. The total for this award is shown in box 17(i). \$41,603.86 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 16

Title: Chemical Assessment Advisory Committee Meeting (CAAC)

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the CAAC including (a) securing meeting

facilities and; (b) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through May 13, 2013

Meeting Location: Washington, DC

Public Meeting Dates/Time April 2, 2013, 8:30 am - 5:00 pm

April 3, 2013, 8:30 am - 1:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Sue Shallal, TOPO, 202-564-2057 Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding space at Washington Marriott in Washington, DC. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 45 advisory members and approximately 80 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 22 microphones
 - Microphone controllers
 - 10 Extension Cords/power strips

- Speaker Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 45 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the TOPO and/or TOPO:

- 1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the TOPO at the conclusion of the meeting.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance:** TOPO review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the TOPO in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOPO. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from TOPO. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOPO.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the TOPO with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOPO review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOPO review.

Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.
 - 2. Review and pay the final A/V invoice.
 - 3. Develop the progress report for EPA.
 - 4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

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IMPORTANT: Mark all packages and papers with contract and/or order numbers. ORDER NO. DATE OF ORDER CONTRACT NO. 0017 EP-W-11-051 04/18/2013 AMOUNT QUANTITY QUANTITY UNIT UNIT SUPPLIES/SERVICES ITEM NO. ACCEPTED PRICE ORDERED **(g)** (d) (e) (8) Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 04/18/2013 to 06/10/2013 Logistic and administrative support for the Hydraulic Fracturing meeting. 36,259.85 0001 Accounting Info: 13-14-B-11T-ZZZMG5-25C1---1311T31006-0 01 BFY: 13 EFY: 14 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 25C1 DCN - Line ID: 1311T31006-001 Funding Flag: Complete Funded: \$36,259.85 Logistic and administrative support for the Hydraulic Fracturing meeting. The obligated amount of award: \$36,259.85. The total for this award is shown in box 17(i). \$36,259.85 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 17

<u>Title:</u> SAB Hydraulic Fracturing Research Advisory Panel Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

administrative and public meeting of the SAB Hydraulic Fracturing Research Advisory Panel including (a) securing meeting facilities and; (b) providing pre-

meeting and onsite logistics support.

Period of Performance: The date of the award through June 10, 2013

Meeting Location: Arlington, VA

Administrative Meeting: May 07, 2013, 7:30 am - 9:15 am

Public Meeting Dates/Time May 07, 2013, 9:30 am - 6:00 pm

May 08, 2013, 8:00 am - 6:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Edward Hanlon, TOPO, 202-564-2134 Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding space at The Westin Arlington Gateway in Arlington, VA. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 35 advisory members and approximately 150 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor

- 18 microphones
- Microphone controllers
- 9 Extension Cords/power strips
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- Equipment to provide a non-interactive webcast that will be broadcast on the internet. The contractor should provide two cameras facing diagonally outwards from the projection screen towards the panel, as well as a connection allowing the webcast user to view any PowerPoint or other presentations that are being projected onto the meeting screen. The contractor should also include information on how to connect to the webcast so that the public can view the meeting. This information would be provided on the SAB website at http://www.cpm.gov/sab-in-advance-of-the-meeting.
- 3. The contractor shall procure wireless internet access for 35 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the TOPO and/or TOPO:

- 1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the TOPO at the conclusion of the meeting.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance:** TOPO review of all meeting materials.

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the TOPO in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOPO. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from TOPO. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOPO.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the TOPO with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOPO review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOPO review.

Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.
 - 2. Review and pay the final A/V invoice.

- 3. Develop the progress report for EPA.4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

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Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 18

Title:

Environmental Justice Technical Guidance Review Panel Meeting

Purpose:

Under this Task Order, the Contractor shall provide administrative support for the administrative and public meeting of the SAB Environmental Justice Technical Guidance Review Panel Meeting including (a) securing meeting facilities and; (b)

providing pre-meeting and onsite logistics support.

Period of Performance:

The date of the award through July 30, 2013

Meeting Location:

Washington, DC

Public Meeting Dates/Time June 19, 2013, 9:00 am - 5:00 pm June 20, 2013, 9:00 am - 4:00 pm

EPA Contacts:

Alisa Fisher, PO, 202-564-2122

Sue Shallal, COR, 202-564-2057 Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

- 1. EPA is holding space at the Potomac Yards South Building in Alexandria, VA. The contractor shall obtain procurement with that facility for:
 - a. One large conference room set up in U shape for 22 advisory members and approximately 50 seats in theatre style;
 - b. One Speaker Table; and
 - c. Equipment for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Large Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EO/Processor
 - 12 microphones
 - Microphone controllers

- 5 Extension Cords/power strips
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 22 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or COR:

- 1. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black. The contractor shall also provide badges & tents for the panel members and return them to the COR at the conclusion of the meeting.
- 2. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 3. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas, rosters and a display copy of one complete set of other meeting materials, to be provided by the SAB Staff Office. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting.

Performance Indicator: Timeliness and Completeness. **Quality Assurance**: COR review of all meeting materials.

Task 3: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Microsoft Word/PowerPoint and is responsible for making

sure that all presentations are projected on the screen. The AV personnel are required to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.

- 3. The contractor shall provide two personnel for the entire duration of the two day meeting to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am on the first day of the meeting day until meeting adjourns. The contractor shall provide the sign-in sheet to the COR in hard copy and also provide a Microsoft Word file providing an alphabetical consolidated list of all the members of the public who signed into the meeting, this shall be provided at the conclusion of the meeting.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the COR. The contractor shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the COR. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from COR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the COR.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the COR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service.

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and COR review.

Performance Indicator: Equipment operational.

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: COR review.

Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
 - 1. Review and submit final meeting facilities invoice.
 - 2. Review and pay the final A/V invoice.
 - 3. Develop the progress report for EPA.
 - 4. Develop and submitting the final invoices for payment.

Deliverable Date: Within 30 business days of the conclusion of the meeting.

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Smita Siddhanti, President		Christine Edwards	
15B. CONTRACTOR/OFFEROR Note: Studies of person authorized to sign)	15C. DATE SIGNED 25 July 2013	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED - 7/31/2913

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53,243

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NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

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ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.

 01/02/2014
 EP-W-11-051

ORDER NO. 0020

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNII	UNIT PRICE	AMOUNT	QUANTITY
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	HPOD					
	US Environmental Protection Agency					
	Ariel Rios Building					
	1200 Pennsylvania Avenue, N. W.					
	Mail Code: 3803R					
	Washington DC 20460					
	Period of Performance: 01/02/2014 to					
	08/31/2014					
001	2014 National Forum on Contaminants in Fish					
	Accounting Info:					
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Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 20

TITLE: 2014 National Forum on Contaminants in Fish

PERIOD OF PERFORMANCE: Date of award through August 31, 2014

Meeting Location: Alexandria, VA

Meeting Date: May/June 2014 (3-day meeting)

EPA Contacts: Jeff Bigler, Task Order COR, 202-566-0389,

bigler.jeff@epa.gov

Alisa Fisher, PO, 202-564-2122 Naomi Jones, CO, 202-564-4512

Background: Since 1990, the EPA has sponsored the National Forum on Contaminants in Fish. The Forum brings together health professionals concerned with assessing and managing risks and benefits of fish consumption.

Scope of Work: This task order covers the support for development and management of the 2014 National Forum on Contaminants in Fish

The contractor will be responsible for supporting the EPA in planning, conducting, and reporting on the meeting. Support includes arranging for meeting space and audio visual equipment; clerical preparation of breakout and conference agendas; providing advance information to attendees; registration support; preparation of visual aids; identification, confirmation, and provision of logistical support for speakers and technical experts; and evaluation of results and preparation of proceedings and other documents as required by the following tasks.

Tasks:

Task 1: The contractor shall coordinate a steering committee for the 2014 National Forum on Contaminants in Fish. The task order COR serves as Chairman of the steering committee. The Steering Committee is responsible for assisting with developing the agenda, identifying dates and location for the Forum, and identifying invitees, speakers and moderators. The contractor shall, in consultation with the task order COR, develop and finalize the agenda, select the final location (within Old Town, Alexandria, VA) and dates for holding the Forum, and select (see task 2 below) experts, speakers and moderators. The 2014 Forum will occur during the May/June 2014 time frame. Steering Committee conference calls will begin no later two weeks following task

order initiation. The calls are to be organized and managed by the contractor, will occur on a regular basis, and as needed, but at a minimum of bi-weekly for the entire period of performance of this task order. The contractor will provide the task order COR with written summaries for each call.

Task 2: The Forum includes the direct participation and involvement by State, Commonwealth, Territorial and Tribal Advisory Program Managers to serve as contributing experts in representing procedures and policies adopted by their respective governments. For this task, the contractor shall identify and arrange travel for the subject experts from each U.S. State, Tribes, Commonwealth and Territory issuing fish consumption advisories. Reasonable and customary travel expenses will be paid for all state (one per state, commonwealth and territory, not to exceed 55) and tribal advisory program managers (tribes with advisories – approximately 6) and invited speakers and moderators (except for any federal employees) (not to exceed 30) who directly contribute to the purpose of this task order. Based on contracting requirements, the contractor shall arrange limited subcontracting agreements for all contributing advisory program managers (e.g., see http://fishadvisoryonline.epa.gov/Contacts.aspx) and invited speakers/moderators to cover travel-related expenses.

Task 3: The contractor shall arrange for hotel facilities to accommodate meeting space and sleeping rooms for up to 250 people for a period of three days and up to four nights. The exact location and schedule for the Forum will be developed as part of Task 1. A final determination will be made by the task order COR after input from the contractor and Forum Steering Committee. The hotel will be located in reasonably close proximity to the metro system and meeting rooms to allow for minimal transportation costs of participants to and from the hotel, meeting rooms, and the airport.

The contractor shall provide appropriate meeting space and audio-visual equipment, including but not limited to overhead, slide, video, and PowerPoint projections. The contractor will be required to provide audio-visual support throughout the conference. The plenary meeting space needs to accommodate up to 250 people in a classroom-style set up. Up to 6 breakout rooms in classroom-style to accommodate up to 25 people each may also be required. A room shall be provided for speaker preparation with appropriate audio visual equipment. A meeting room for the Forum Steering Committee will also be made available throughout the conference for seating up to 12 individuals (room to be located in an area of the hotel facility separate from the Forum meeting locations).

Task 4: The contractor shall provide a customer friendly website for pre-registration and to provide information such as agenda, hotel information, and other logistical information useful to attendees. Pre-registration information collected by the contractor shall include names, addresses, phone numbers, professional affiliation, and email addresses.

The contractor will provide advance information to pre-registered attendees, including the agenda and any other reasonable information related to the Forum as directed by the task order COR.

The contractor shall provide on-site registration support. This will include providing name badges, a hardback binder with the conference date, title and EPA Logo, pad of paper, pen, agenda, all abstracts provided by scheduled speakers and poster presenters, and other handouts as directed by the task order COR. A printed registration list will also be provided (on-site only). The contractor shall work with the Forum speakers to ensure all presentations are developed in the appropriate format and provided to the contractor in a timely manner so as to ensure all presentations are ready for presentation at the Forum.

Task 5: The contractor shall make arrangements for a poster session to be held in conjunction with the Forum. The contractor shall ensure an adequate number (up to 80) of poster boards are available to support the poster session. Poster presenters will be responsible for setting up their own posters. The poster session will be set up on the afternoon of the first full day of the conference and run until 10:00 pm of the second day of the conference. If requested by the task order COR, the contractor shall provide audio-visual support for posters such as a monitor and DVD player. The steering committee will determine the topics/subjects covered by the posters.

Task 6: The contractor shall prepare a proceedings document of the Forum. Prior to the beginning of the preparation of the Proceedings Document, the contractor shall develop an outline for the document and get approval of the outline from the task order COR. The Proceedings Document will include all presentations as well as a summary of each presentation, significant discussions, and questions and answers that occur during the Forum. The Proceeding Document will include information on all plenary sessions and breakout sessions, and all presentations will be included. The contractor shall provide an opportunity for the task order COR to review and comment on a draft document prior to development of a final draft. The contractor shall provide the task order COR with mailing labels for all Forum attendees for proceedings distribution by EPA. [NOTE: Any deliverables developed at any time in this Task Order must be provided in an electronic/software format that is supported by EPA].

Task 7: The contractor shall develop an advertising campaign for the Forum, which includes the development of a simple forum logo. Notices will be developed by the contractor and submitted to various journals, listserves, facebook, twitter, appropriate organizations and other venues for distribution.

Task 8: The contractor shall develop an evaluation questionnaire that provides input to the task order COR on the conduct of the Forum. The contractor shall distribute the questionnaire near the end of the Forum and collect the questionnaires. The contractor shall organize and compile the questionnaire data and to be included in a report. The report will also summarize the responses.

Deliverables/Schedule:

The contractor shall use Microsoft Office and Adobe Acrobat software for developing any and all electronic copies of deliverables associated with this Task Order. The following is a general

timetable for deliverables:

Task 1: Develop and hold first meeting of steering committee Due Date: No later than 2 weeks following task order initiation

Task 3: Finalize Site and Date Selection

Due Date: October 15, 2014

Task 4: Turn-on Forum Website Due Date: November 1, 2014

Task 4: Begin Distributing Information to Pre-Registrants

Due Date: February 1, 2014

Task 6a: Draft outline

Due Date: 2 weeks following last day of the forum

Task 6b: Draft Proceedings Document for EPA Review

Due Date: 10 weeks following last day of Forum

Task 6c: Final Proceedings Document

Due Date: 2 weeks after receipt of EPA comments

Task 7: Provide public information about Forum and Poster Session Opportunities

Due Date: November 1, 2014

Task 8a: Develop Questionnaire Due Date: 30 days prior to forum

Task 8b: Submit Questionnaire Report

Due Date: 30 days after forum

Reporting Requirements: In addition to the above reporting requirements, the contractor shall provide the task order COR with 10-15 minute weekly telephone updates regarding progress of the task order.

Resource Requirements: This task order requires the services of 2 qualified experts in the area of developing and implementing local fish consumption advisories; and one qualified expert in developing and managing national level technical conferences

Contractor Identification: Contractor personnel shall clearly identify corporate affiliation at the start of any meeting. While attending EPA-sponsored meetings, conferences, symposia, etc. or while on a Government site, Contractor personnel shall wear a badge which identifies the

individual as a contractor employee. Contractor personnel are strictly prohibited from acting as a representative of the Agency at meetings, conferences, symposia, etc.

Travel: Any travel chargeable to this task order shall be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the EPA Project Officer prior to travel taking place.

AMENDMENT OF SOLICITATION/	MODIFIC	ATION OF CO	ONTRACT	1.	CONTRACT ID CODE	PAGE	E OF PAGES
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	Washington DC 20460 USA			
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	Amount: \$36,155.00 Delivery Location Code: HPOD				
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	Ariel Rios Building				
	1200 Pennsylvania Avenue, N. W.				
	Mail Code: 3803R				
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ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
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	CHANGES FOR ACCOUNTING CODE:				
	14-15-B-28E-201B42-2505-1428CES049-001				
	Amount changed from \$36,155.00 to \$19,157.07				
	Delivery Location Code: HPOD				
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